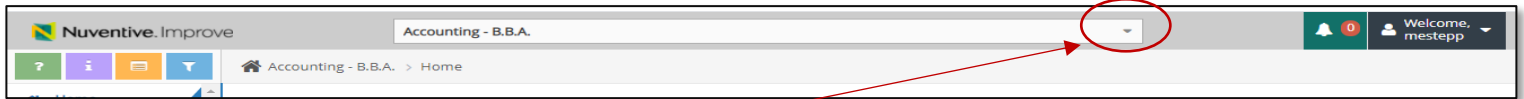
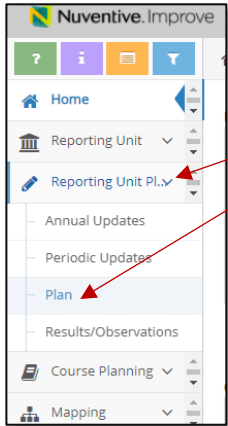


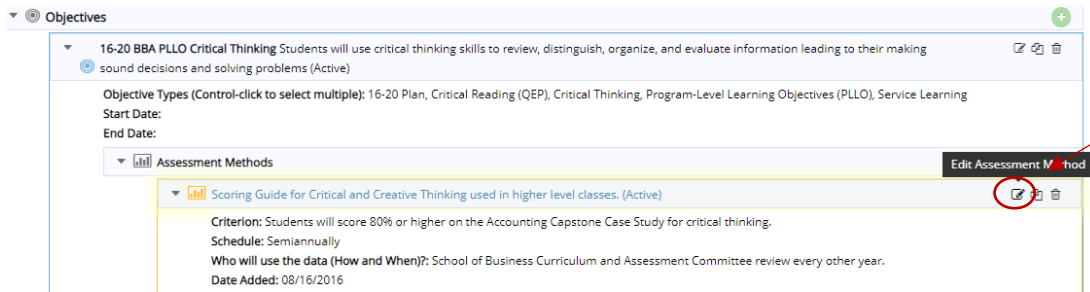
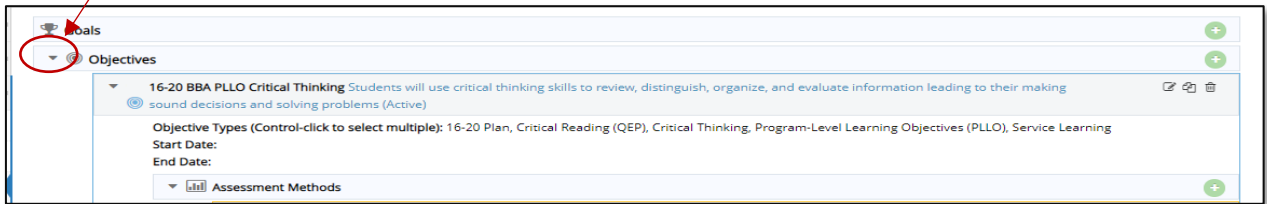
# EDITING AN EXISTING ASSESSMENT METHOD IN TRACDAT



1. Select the **reporting unit/program** for which you would like to enter a new objective from the drop down menu.
2. After you have selected the reporting unit/program that you would like to add an assessment method to, select
  - **Reporting Unit Planning**
  - **Plan** from the menu on the left side of the page



3. Click the drop down arrow to the left of the objective you wish to edit an Assessment Method.



4. Find the **Assessment Methods** under the Objective you have expanded. Click the edit symbol to make changes to the existing information.

5. Edit information that you wish to change in the existing assessment method.

The screenshot shows the "Edit Assessment Method" form. The form contains the following fields: "Active" (checkbox), "Assessment Method Category" (dropdown), "\* Assessment Method" (text input), "Criterion" (text input), "Schedule" (text input), and "Who will use the data (How and When)?" (text input). A "Save" button is in the top right corner. A red box highlights the "Save" button, with a red arrow pointing to the sixth instruction box.

6. When you have finished inputting this information, click the yellow **SAVE** button in the upper right corner.

